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24 February 1954

MEMORANDUM FOR: Chief, FI/ADMIN

SUBJECT : Modification of T/O and Personnel Assignments,  
FI/RQM/OIS

1. Recommend the following modifications in the approved table of organization and in the personnel assignments of FI/RQM/OIS:

Position Changes

<u>Position</u>	<u>From</u>	<u>To</u>
a. Sec (Steno) BV-166 GS-0318.01-07	Intelligence Acquisition Branch	Office of the Chief
b. Sec (Steno) BV-164 GS-0318.01-05	Office of the Chief, GS-5	Intelligence Acquisition Branch, GS-6
c. Sec (Steno) BV-195	Sec (Steno) GS-5	Clerk(Typing) GS-5

Personnel Changes

<u>Incumbent</u>	<u>From</u>	<u>To</u>
d. 25X1A9a [REDACTED]	Sec (Steno) GS-0318.01-05, BV-164	Adm Asst GS-0301.02-07, BV-172
e. 25X1A9a [REDACTED]	IO (Area Spec) GS-0132.47-14 BV-190	IO (Area Spec) GS-0132.47-15, BV-199
f. 25X1A9a [REDACTED]	IO (Area Spec) GS-0132.47-15, BV-199	IO (Area Spec) GS-0132.47-14, BV-190

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2. Changes (a) and (b) switch the assignments of two secretaries (stenographers) within the division, in recognition of their de facto status. Change (b), in addition, increases by one grade the authorized rating of one of those secretaries. The latter is secretary to a GS-15 who after the chief and his deputy is the ranking member of this division.

3. Change (c) is a recognition of the fact that most of the clerical work required by the [REDACTED] is more efficiently done by a clerk (typist) than by a secretary (steno).

25X1A8a

4. Change (d) is designed to fill an administrative assistant position which temporarily will be vacated, beginning 12 March, 25X1A9a when Mrs. [REDACTED] departs for maternity leave. Her replacement by an associate from within the division will be more efficient for us than a replacement detailed from elsewhere. Consequently 25X1A9a I want to double-slot Miss [REDACTED] against GS-0301.02-07, BV-172, for the duration of Mrs. [REDACTED] maternity leave, and to 25X1A9a 25X1A9a recruit a temporary replacement for Miss [REDACTED]s position, GS-0318.01-05, BV-164. This recruitment request already has been accepted orally by the Placement Officer.

5. Changes (e) and (f) are concurrent actions to bring the grades of positions and their incumbents closer conformity, and to correct the current error of a supervisor occupying a lower grade than the man he supervises.

25X1A9a

25X1A9a 6. The above changes have been discussed with Mr. [REDACTED] of Classification and Wage Division.

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[REDACTED]  
Chief, R&D/OIS

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